

81-0107/11

7 MAY 1981

Executive Registry

81-4187

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director for Administration
Deputy Director of Central Intelligence

FROM: William N. Hart
Chairman, Central Intelligence Agency
Safety & Health Committee

SUBJECT: Agency Safety Program

DD/A REGISTRY
FILE: Pers-16

1. Action Requested: It is requested that you approve the attached charter prepared by the Agency's Safety and Health Committee.

2. Background: Executive Order 12196, entitled "Occupational Safety and Health Programs for Federal Employees" and 29 CFR 1960, "Basic Program Elements for Federal Employee Occupational Safety and Health Programs" specify that agency heads may establish occupational safety and health committees to monitor and assist an agency's safety and health program. These issuances also grant authority to the Secretary of Labor to conduct unannounced inspections of Agency workplaces where such committees are not established or fail to meet minimum requirements.

3. Staff Position: The Agency's Safety Committee which has been in existence for many years has been reorganized along the lines suggested in the Executive Order and 29 CFR 1960 consistent with our mission and size. The Committee prepared the attached charter to assist it in monitoring the Agency's Safety Program and to maintain an open channel of communication between employees and management concerning safety and health matters in Agency workplaces.

4. Recommendation: It is recommended that you approve the attached charter.

/s/ William N. Hart

William N. Hart

Attachment

SUBJECT: Agency Safety Program

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LS/PTAS/SG/ [] (30 Apr 81)

Distribution:

Orig - DCI (return to Safety Group)

1 - DCI

2 - DDA

1 - DDCI

1 - ER

CHARTER

CENTRAL INTELLIGENCE AGENCY SAFETY AND HEALTH COMMITTEE

I. Establishment

Pursuant to Executive Order 12196 and 29 CFR 1960, a Central Intelligence Agency Safety and Health Committee at the national level is hereby established. The Safety and Health Committee is an integral part of the decision making and review process of the Agency's Safety and Health Program.

II. Purposes

The purposes of the Committee are to:

Advise and assist the DCI and the Designated Safety and Health Official in carrying out their responsibilities pursuant to Section 19 of the Occupational Safety and Health Act, Executive Order 12196 and 29 CFR 1960.

Monitor the performance of the Agency's Safety and Health Program and make policy recommendations on operation of the program.

Maintain a channel of communication between employees and management concerning matters of safety and health in Agency workplaces.

III. Membership

The Chairman of the Committee is the Associate Deputy Director for Administration and the remaining membership includes a management and an employee representative from the following components:

- Intelligence Community Staff
- DCI/DDCI Area
- Administration Directorate
- National Foreign Assessment Center
- Operations Directorate
- Science and Technology Directorate

Each management representative should be at the Directorate Executive Officer level or equivalent and the employee representative should be a non-management employee. These members are appointed by heads of appropriate components.

The Chief, Safety Group, and the Health Officer shall attend meetings and serve the Committee as technical advisers. A representative from the Office of General Counsel will also serve as a technical advisor and attend meetings when ~~his~~ his presence is necessary.

IV. Frequency of Meetings

The Committee will meet at the call of the Chairman. The date of meetings and the agenda pertaining thereto shall be announced and issued sufficiently in advance of meetings to assure all members are properly advised.

V. Minutes of Meetings

The Chairman will appoint a secretary who will summarize the minutes of each meeting and distribute them to the Chairman and each member.

VI. Appointment of Subcommittees

The Chairman may appoint subcommittees to inquire into and advise on matters directly related to safety and health. The committee members may in turn draw upon Agency components as appropriate for assistance in studying problems and proposing solutions.

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CONCU

Deputy Director for Administration

May 7, 1981
Date

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CONCUR:

Deputy Director of Central Intelligence

8 May 1981
Date

APPROVED

[Signature]

Director of Central Intelligence

9 May 1981
Date